Indiana Gateway for Government Units

What's New for 2012-2013

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June 27th, 2012

Gateway Budget Forms and Debt

- ## Budget Forms

  - Design upgrades and policy changes for 2013

  - Two new forms in Gateway, two more on the way

- ## Debt Management

  - Statutory deadline of March 1 has passed

  - Still working with units to submit/correct debt reports

  - New debts should be reported as they occur

Gateway – Budget Forms

- **2013 Budget Forms launched April 2**
  - Users can log in to both Live and Demo sites and begin prepping their units
  - Upload capability launched in mid May
  - Enhanced printing capability arrived earlier this month

Gateway – Policy Changes

- **Form 144:** No longer in Gateway
  - Follow SBOA manual for salary ordinance forms and procedures

- **Form 3:** Submit at same time form is given to newspaper
  - Allows us to place this time-sensitive information on the Gateway public access site

Gateway – Policy Changes cont.

- **Revenue/Receipt Codes:** New DLGF-SBOA List
  - Consistent categorization and grouping as Annual Financial Report
  - Shorter, more manageable list
  - Code list and crosswalk available on website

- **Proof of Publication/Signed Form 4:** Upload through Gateway required
  - Last year DLGF accepted through fax and mail too
  - Officials without scanners may turn to libraries for assistance

Gateway – Information Pop-Ups

- Throughout website, hover over the **blue "i" icons** to get more information about budget forms or website functionality.

- **Example** on Form 4B:

Funds Required For Expenses To December 31st Of Incoming Year	Published Amount
1. Total budget estimate for incoming year [i]	
2. Necessary expenditures, July 1 to December appropriation unexpended [i]	
3. Additional appropriation necessary to be made July 1 to December 31 of present year [i]	$
4. Outstanding temporary loans: a). To be paid not included in lines 2 or 3 [i]	$

This is the total budget for the upcoming budget year. When using the "fill from other forms" button, the data are drawn from the Form 1.

Gateway – Customize Revenue

- **Under "Customize Unit" select "Customize Revenue"**

  - Set up revenue sources from drop-down menus

  - Link revenues to specific funds

  - Only revenues relevant to your unit type will appear as options

Add Revenue Code to Selected Category Tab

1. Select which type of Revenue Code to add to the selected category:
   - ● Standard Revenue Code   ○ Custom Revenue Code

2. Select Revenue Code from list:
   R103 - County Economic Development Income Tax (CEDIT)

3. Associate the selected Revenue Code with available funds:

   ☐ Check/Uncheck All

   ☐ 0061 - RAINY DAY
   ☐ 0101 - GENERAL
   ☐ 0123 - 2006 REASSESSMENT
   ☐ 0124 - 2015 REASSESSMENT
   ☐ 0700 - HIGHWAY

   Cancel   Update Record

Gateway – Customize Revenue cont.

- **Once revenue is customized, Form 2 is ready for entry**
  - Revenue/receipt codes, names already populated
  - Only need to enter amounts

- **Getting Started:**
  - Any revenue included on Form 2 last year was rolled into "Customize Revenue" EXCEPT those with multiple replacement options on the new code list and those entered with missing or incorrect revenue codes
  - Units should review and refine pre-populated codes

Gateway – Fund/Dept. Selection

- In 2012**, Forms 1, 2, 4B** guided users though "selection screens" to pick funds and departments**. Form 4A** had users pick funds and departments from drop-down menus on the same screen.

- In 2013, **all forms** will use drop-down menus for fund and department selection.

Gateway – Forms 1 and 2

- **Now use a common template**
  - Unit type/fund specific line items and categories removed from Form 1
  - Mostly affects townships, but also libraries

- **New look and feel**
  - Easier data entry
  - Resolves issues with Internet Explorer, time lags

Gateway – Forms 1 and 2 cont.

- **More convenient printing**
  - "Printer-friendly" versions like other 2012 forms
  - Will only print line items you enter – no blank spaces, fewer pages
  - Can be easily saved on a computer and emailed

- **Form 1 line item codes** and **descriptions** entered in 2012 have rolled to 2013.

- **Form 2 revenue/receipt codes** and **descriptions** have rolled to "Customize Revenue" in 2013.

Gateway – Form 1 Snapshot

Gateway – Form 2 Snapshot

Gateway – Form 3 Upgrades

- **Current year levy** now pre-populated correctly for cross-county units

- "Fill" from other forms **optional**, user can now edit/type in values

- **Ability to specify an adopting body** different from the that of the unit (e.g. solid waste mgmt district adopted by county council)

Gateway – Form 4 Upgrades

- **Ability to directly enter the total budget, tax rate, and tax levy.** Option still exists to pull from other forms, but doesn't occur automatically.

- User must enter total budget, tax rate, and levy **before printing form**. Additional warnings added for invalid forms.

Gateway – Signature Panel

- **Only one signature panel per set of forms.** Will not need to sign each fund and department specific form.

- **Automated PIN checking** – error will occur if user enters incorrect PIN

- **Date is automatically inserted** when user clicks "Sign and Date Form"

Gateway – Validation / "Ready to Submit"

- **"Ready to Submit" button is now a checkbox**
  - Must be checked before form submissions can occur
  - May not be checked before certain form requirements (i.e. validation) are met

⚠ **Not Ready To Submit** ℹ

You will be able to mark this form as 'Ready to Submit' once amounts have been entered in both 'Published' and 'Adopted' columns and the form has been signed with a valid four-digit PIN.

☐ **Ready to Submit** ℹ

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

☑ **Ready to Submit** ℹ

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

Gateway – *Validation / "Ready to Submit" cont.*

- **Validation varies from form to form**
  - At least one value entered and saved in each column (Form 1, 2, 4A)
  - Sum of lines 1-10 are non-zero in both columns for all non-home-ruled funds (Form 4B)
  - All paragraph values entered (Form 3) and at least one board member listed (Form 4)
  - All forms must be signed using a valid PIN and dated (except Form 4)
- If validation is met but "Ready to Submit" cannot be checked, **try refreshing the form**

Gateway – New Budget Forms

- **Current Year Financial Worksheet**
  - Formerly known as the Line 2 Worksheet
  - Data flows into Form 4B

- **Debt Worksheet**
  - Imports data from Gateway Debt Management
  - Debts need to be entered in Debt Management first
  - "Customize Debts" section appears under "Customize Units, links debts to debt service funds

- **Appeals and Additional Appropriations**
  - Currently in development
  - Expected to launch as pilots this summer and winter

Gateway – Current Year Financial Worksheet

Prescribed by Department of Local Government Finance

CURRENT YEAR FINANCIAL WORKSHEET
(Formerly Line 2 Worksheet)

Selected Year: 2013
Selected County: Perry County
Selected Unit: Tell City Public Library
Select Fund:

0101 - GENERAL	▼

(This form is to be prepared for all funds for which a property tax levy will be requested on the Form 4B.)

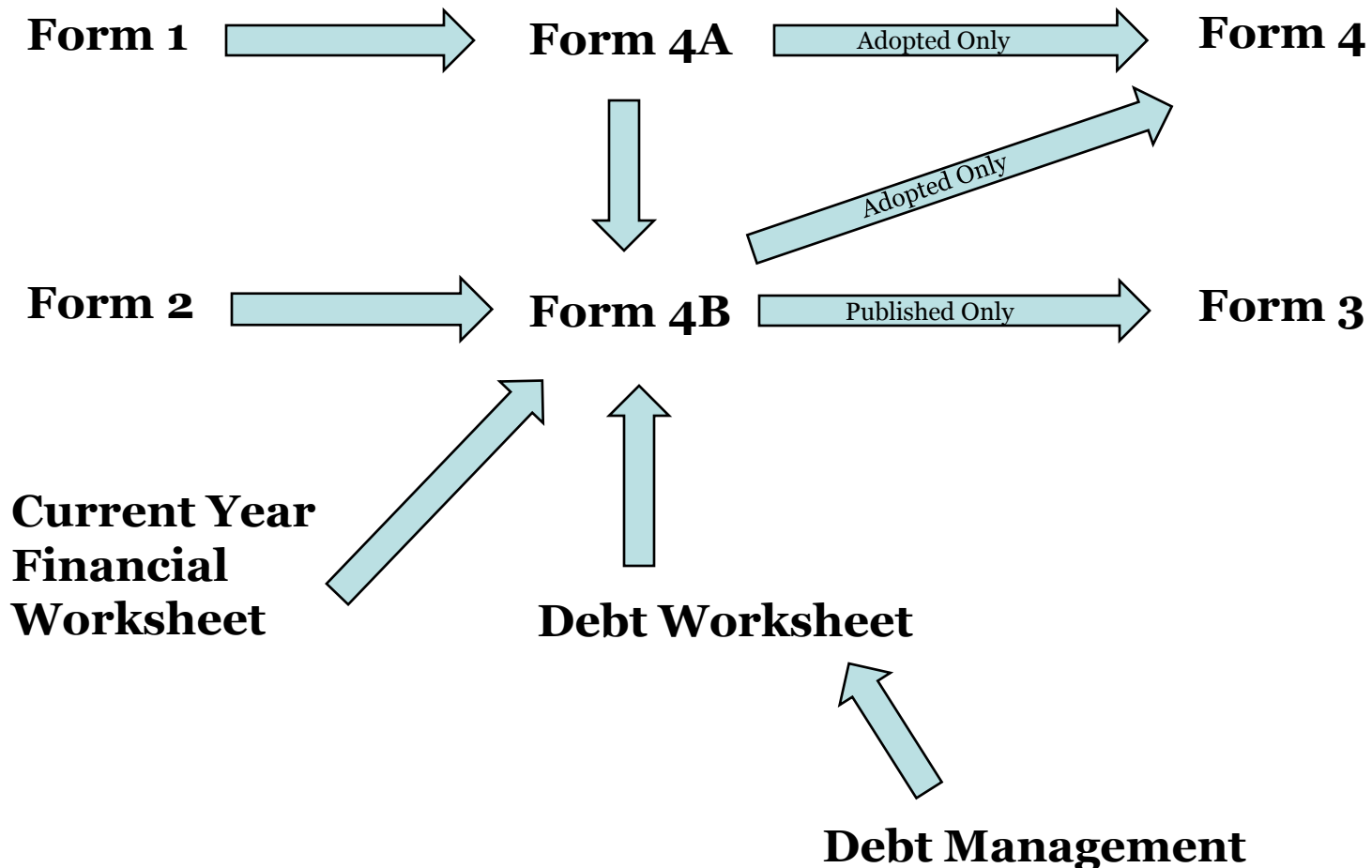| Line 2	
APPROPRIATIONS	
1. Current Year Approved Budget	$
2. Encumbrances Brought Forward	$ [ ]
3. Additional Appropriations (January to June)	$ [ ]
4. Other Non-Appropriated Obligations	$ [ ]
5. Total Approved Appropriations	$
DISBURSEMENTS	
6. January through June Current Year Disbursements	$ [ ]
7. Appropriation Balance	$
8. Reductions July through December	$ [ ]
9. Estimated Current Year Expenditures July through December	$
Line 3	
10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year	
Line 4A	
11. Levy excess not transferred prior to June 30	$ [ ]
12. Temporary Loans outstanding as of June 30	$ [ ]
What fund loaned the cash on Line 12 [ ]	
13. Temporary loans not included in Lines 2 or 3	$
Line 4B	
14. Temp loans to be repaid in the first six months of ensuing year	$ [ ]
What fund loaned the cash on Line 14 [ ]	
Line 6	
15. June 30 Cash Balance, including investments	$ [ ]

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Gateway – Debt Worksheet

Gateway – Debt Worksheet

Date	Period Total	Trustee Fee	Lease Pmts.	Federal Tax Crdts.	Total	Line 2 07/01/2012 to 12/31/2012	Line 1 01/01/2013 to 12/31/2013	Line 11 01/01/2014 to 06/30/2014
7/01/2007	54,807				54,807	☐	☐	☐
1/01/2008	58,010				58,010	☐	☐	☐
7/01/2008	57,260				57,260	☐	☐	☐
1/01/2009	56,510				56,510	☐	☐	☐
7/01/2009	60,760				60,760	☐	☐	☐
1/01/2010	54,916				54,916	☐	☐	☐
7/01/2010	59,166				59,166	☐	☐	☐
1/01/2011	58,323				58,323	☐	☐	☐
7/01/2011	57,468				57,468	☐	☐	☐
1/01/2012	61,613				61,613	☐	☐	☐
7/01/2012	60,650				60,650	☐	☐	☐
1/01/2013	59,688				59,688	☑	☐	☐
7/01/2013	587,000				587,000	☐	☑	☐
1/01/2014	57,713				57,713	☐	☑	☐
7/01/2014	56,713				56,713	☐	☐	☑
1/01/2015	60,713				60,713	☐	☐	☐
7/01/2015	59,599				59,599	☐	☐	☐
1/01/2016	58,485				58,485	☐	☐	☐
7/01/2016	57,358				57,358	☐	☐	☐
1/01/2017	61,230				61,230	☐	☐	☐
	TOTALS BY DEBT					$ 59,688	$ 644,713	$ 56,713
	TOTALS BY FUND					$ 59,688	$ 644,713	$ 56,713
	TOTALS BY UNIT					$ 59,688	$ 644,713	$ 56,713

Budget Form Data Flowchart

Form 1 → Form 4A → (Adopted Only) → Form 4

Form 4A → Form 4B

Form 4B → (Adopted Only) → Form 4

Form 2 → Form 4B → (Published Only) → Form 3

Current Year Financial Worksheet → Form 4B

Debt Worksheet → Form 4B

Debt Management → Debt Worksheet

Gateway – Debt Management

- **Updated version of Debt Management will be launched this summer.**

- **More work needs to be done to make debt reports accurate. Common mistakes have been discovered:**

  - If lease payments are made, debt should be classified as a "Lease" and not a "Bond" or some other kind of debt.

  - All debts should have "Period Total" column completed.

  - Leases should have "Lease Payments" column completed.

Gateway Resources

- **Use the** **icons as a first line of support.**

- **This presentation and additional Gateway user guides will be online shortly.**

- **Test Gateway in the Demo site at http://gatewaydemo.ifionline.org. (Use your username and password.)**

Gateway Resources

- **Visit a Gateway Help Center:**
  http://www.in.gov/dlgf/files/2012_DLGF_Gateway_Help_Centers.pdf.

- **Send your Gateway-specific questions to gateway@dlgf.in.gov.**

- **Contact your budget field rep if you have budget-related questions:**
  http://www.in.gov/dlgf/files/Budget_Field_Staff_Assignments_and_Numbers.pdf .

Contact the Department

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